

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>DPS14912667</u>	DATE POSTED:	<u>10/12/16</u>
POSITION NO:	<u>241608</u>	CLOSING DATE:	<u>10/25/16</u>
POSITION TITLE:	<u>Office Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>NDPS/Department of Corrections - Juvenile/Tuba City, Arizona</u>		
WORK DAYS:	<u>Mon-Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AB58A</u>
WORK HOURS:	<u>8 AM - 5 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u>          </u> \$ <u>24,128.00</u>
		SEASONAL: <input type="checkbox"/>	\$ <u>11.60</u>
		TEMPORARY: <input type="checkbox"/>	DURATION : <u>                                  </u>

**DUTIES AND RESPONSIBILITIES:**

Perform duties involving answering and transfer telephone calls, take message, provides public information; Conducts mail pickup and sends; Stamp incoming documents and forward to appropriate recipient; draft memorandums and other correspondences for his/her supervisor; maintain records of encumbrances, records of department expenditures; will greet and direct visitors; conduct researches and responds to general information requests, inputs, logs and verifies data and incoming documents in a computerized system; prepares and ensure documents are complete and accurate; prepares reports, charts, graphs and conduct follow up as necessary; Schedule, plan and coordinate meetings with staff, districts, and other clients; Research and compile reports, data and statistical information; Complete travel arrangements including flights and lodging, etc.; Maintains a high degree of confidentiality in completing all assigned tasks; Attends department meetings

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- High School diploma or GED; and supplemental by college courses in general office procedures; and two (2) years general office or related experience.

**Special Requirements:**

- Possess a Valid State Driver's License and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation is required. ***(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).***

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of applicable policies, practices and procedures; method of basic clerical / office support, variety of computer software including Microsoft Office programs, preparing a variety of records, reports, correspondences; Maintains electronic and / or hard copy filing / records systems; Operate office equipment, prepare clear and comprehensive reports / documents; In maintaining accurate records; and establishing and maintaining working relationships. Ability to learn quickly; to understand and follow oral and written instructions.

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.***